

The North Central District Health Department is accepting applications for a part time, contract, no benefits  
**Choosing the Best Program Coordinator.**

**General Duties include:** Coordinating and delivering the “Choosing the Best” program in the participating schools within the counties North Central District Health Department serves (Henry, Shelby, Spencer, Trimble). Schedule all classes and trainings. Impact the abstinence capabilities of preteens and young teens. Reach middle school students with abstinence, choosing the best role modeling and skills. Serve as liaison with funding authority and departmental fiscal unit regarding program financial issues, prepare annual and quarterly reports. Conduct educational outreach activities and develop program information materials for distribution. Prepare reports and analyze setting forth the progress, adverse trends and appropriate recommendations or conclusions. Provide administrative assistance to departmental staff within the assigned program area. Monitor and evaluate program effectiveness, investigate trends and recommend and implement modifications to improve program effectiveness. Plan, coordinate and administer activation of assigned program to include developing, implementing procedures, processes, services and systems. The contractor serves under the direction of the Director or other appropriate supervisor. Responsibilities for this position include, but are not limited to; Serve as subject expert, establish program goals and objectives and determine priorities for the program area of responsibility. Maintain records and provide reports in a timely fashion. Do research to keep stats relevant and up-dated. Write grants and look for ways to support programs in the school such as service learning and youth empowerment.

**Minimum Education, Training or Experience:** Experience in working with teens and community health education, Associate or Bachelor’s Degree preferred.

**Starting Salary:** \$13.50 - \$17.00/hr based on experience.

**Applications** may be obtained at the North Central District Health Department, 1020 Henry Clay St., Shelbyville, KY 40065, [www.ncdhd.com](http://www.ncdhd.com) or <https://chfs.ky.gov/agencies/dph/dafm/lhpb/Pages/vacancies.aspx>

Completed application and transcript must be returned by close of business Friday **07/12/2019 in person** to North Central District Health Department, 1020 Henry Clay St., Shelbyville, KY 40065, or you may fax to 502-633-7658 or email to [lisaj.thornsberry@ky.gov](mailto:lisaj.thornsberry@ky.gov)

**Resume will not substitute for completed application.**

Equal Opportunity Employer.

Applicants and employees in this classification may be required to submit to a drug screening test and background check.

---